In response to Public Health direction, take these steps:

- Screen employees daily for any of these symptoms:
  - fever
  - shortness of breath
  - cough
  - chills
  - repeated shaking with chills
  - muscle pain
  - headache
  - sore throat
  - loss of taste or smell

- Send sick employees home.

- Allow high risk employees to stay home (people over 60, pregnant people, medical conditions).

- Make hand washing and hand sanitizer available.

- Clean and sanitize surfaces frequently.

- Ask employees to read this information sheet.